

# Rachel Romaine

[ror8872@rit.edu](mailto:ror8872@rit.edu) | [www.linkedin.com/in/rachel-romaine](http://www.linkedin.com/in/rachel-romaine)

## Education

**Rochester Institute of Technology | Saunders College of Business (AACSB Accredited) | Rochester, NY**

Master of Business Administration (MBA)

**Expected Dec 2023**

B.S. International Business and Management Information Systems Double Major, Digital Business Minor

**Expected May 2022**

## Awards and Honors

Dean's List | RIT Presidential Scholarship | Ronald E. McNair Scholar | RIT Frederick Douglass Scholarship | Executive Leadership Council Scholar

## Certifications

HubSpot – Inbound Marketing (Exp. June 2023)

## Core Skills

Detail-Oriented | Teamwork | Leadership | Interpersonal Communication | Adaptability | Organization | Intermediate Spanish

## Technical Skills

MS Office | Microsoft Excel – Vlookup, Pivot Tables, Formulas, Data Validation | Google Suite | Process Modeling | Data Entry | UX Design and Prototyping (Figma) | Database Design | SQL | Project Management | Data Analysis | Market Data Research | Digital Marketing | Python | Canva | CRM - Salesforce | Apollo.io | Slack | Trello |

## Work Experience

**Business Development Representative Intern | Helium Inc. | Remote**

**Jun 2021 to Aug 2021**

- Originated 2,600+ leads through inbound lead qualification, outbound prospecting on Apollo.io, and following up from marketing events, conferences, and website inquiries
- Collaborated with the COO and Business Development team to help create and execute POC's and commercial deals
- Assisted the Marketing team with researching target markets and created five new potential verticals for upcoming campaigns
- Managed prospective leads and client data and logged all activity through Salesforce (CRM) with commendation for extreme accuracy and precision

**Junior International Consultant | Rochester Institute of Technology - Dubai | Remote**

**Jul 2020 to Sep 2020**

- Co-led a program launched by the Ministry of Education (UAE) on a team with five international student consultants
- Created five high-quality interactive presentations and materials focused on entrepreneurship and business development
- Facilitated a group of 20 high school students to create innovative solutions and gain critical thinking, problem-solving, collaboration, risk-taking, communication, and presentation skills

**Office Assistant | RIT Personalized Healthcare Technology | Rochester, NY**

**Aug 2019 to Dec 2019**

- Assisted with data entry, scanning documents and receipts to a cloud drive, delivering incoming mail, restocking of office supplies, and event support
- Communicated with Research staff and students for verifications of expenses for account reconciliation

## Research Experience

**Diversity, Equity, and Inclusion Research Assistant | Rochester Institute of Technology**

**Mar 2021 to Jun 2021**

- Worked with the Assessment, Technology, and Communications team in the Division of Student Affairs to drive and initiate assessment projects related to diversity, equity, and inclusion and the experience of underrepresented minority students
- Identified problems d/Deaf/Hard of Hearing students face and created a survey to gain insight on students' experiences
- Established a foundation to help foster further research on inclusivity within RIT

## Activities and Organizations

**Delta Sigma Pi – Epsilon Lambda Chapter | Professional Business Fraternity**

**Nov 2020 to Present**

- Elected **Vice President of Finance** for the Spring 2022 Semester
- Responsible for overseeing chapter transactions for 60+ Brothers and creating financial budgets and reports
- Member of the Culture Committee
- Collaborated with Culture Committee members to organize events focused on the founding pillars of the fraternity
- Raised over \$1,000 in 5 days during a fundraising drive for domestic violence survivors (Willow Domestic Violence Center)

**The Black Thought Collective | Student Club**

**Mar 2021 to Sep 2021**

- Served as **Treasurer**
- Created a budget to allocate the club's expenses and communicated the budget to the executive board members
- Managed all club finances and brainstormed creative fundraising ideas
- Reported current financial status to the RIT Club Office and Tiger Suite and submitted budget requests

**Saunders College of Business Leadership Academy | Peer Mentorship Program**

**Sep 2019 to May 2021**

- Served as a mentor for a freshman student each school year
- Provided guidance and advice to the mentee for a strong and successful start to college

**International House | Special Interest Housing Organization**

**Aug 2018 to May 2021**

- **President** for the 2020-2021 school year
- Orchestrated the weekly floor meetings and executive board meetings
- Fostered cultural awareness through inclusivity
- Enhanced intercultural communication skills with students with diverse backgrounds
- **Secretary** for the 2019-2020 school year